

## Preceptor Guidelines

### Purpose

The purpose of this document is to ensure that students receive consistent information during the observation component of the Basic ICF/IID Training with regard to observational protocol, survey and facility logistics, training content, team roles, and expectations.

### Design

1. The focus of the Basic ICF/IID Training is on providing context for the survey application. The agenda is organized by Condition of Participation (CoP). Each condition of participation includes a high level content review of CoP concepts and also instruction about how to survey for that CoP.
2. Active Treatment is the principle basis of the ICF/IID survey and is illustrated in the revised Basic ICF/IID Training by applying the “Active Treatment Loop” Schematic across all CoPs.
3. The addition of an onsite observational component during the training is an integral arm of the Basic ICF/IID course. That is, the onsite component provides a real-life snapshot of ICF/IID clients in a concrete context within their home and work environments. Moreover, the students will be able to identify and describe different types of active treatment needs and programs for this provider group, as well as evaluate client and staff interactions. The students will gain practical experience with fundamental ICF/IID survey skills, including recording real-time observations and discussing them with team members, listening to an interview of a client or staff member, and reviewing an actual client record.

### Pre-Onsite Activities

1. Brief Overview of the observation plan by the Preceptor.
2. Remind students to bring a note pad and a writing utensil and to wear comfortable shoes.

### Preceptor Review of Individual Program Plan (IPP)

1. Preceptors should make a copy of the IPP for the client(s) whom the students will observe.
2. Preceptors should highlight the concept of active treatment during the first day along with presenting the client’s strengths, needs, medical and physical involvements, that may have an effect on concepts such as communication, mobility, client rights, and independence.
3. Neither the preceptor nor the students should spend a large portion of time conducting a record review; rather, specific information should be extracted to acquire a “sense” of the client or to clarify/explain a specific observation, and to identify the established programs in which the client should participating,
4. If a student or the team poses a question that requires record review, only the preceptor can request the complete client record from facility staff as needed for teaching purposes.

### Preceptor Guidelines for Informal Questions and Formal Interview

1. When entering a setting to observe a client, the preceptor needs to inform the student that s/he is designated as the lead questioner. The preceptor will be responsible for all communication with the client as well as facility staff during the observation period. (modeling)
2. Based on client observations, the preceptor will model several interviews with the assigned client and/or facility staff member for students during the observation times.  
Any question by a student needs to be funneled through the preceptor. The preceptor should facilitate discussion regarding the client observations during the debrief sessions throughout the day as time is available.

**Debrief Sessions**

1. At the close of each observation session, students should share their impressions and note any questions they want to ask or further information they want to gather.
2. Preceptor should reinforce the survey process by sharing what they have recorded. Also a good time to discuss what “good note taking” entails. The Preceptor and student can then review and discuss what next steps they would take to support those observations through the survey process.

**Post-Onsite Activities**

1. The preceptor will provide Attachment B to the student at the conclusion of the onsite training observation and the student will submit their individual written documentation of the onsite observation (see Attachment B) to the SCG ICF/IID mailbox at [ICFIID@cms.hhs.gov](mailto:ICFIID@cms.hhs.gov) within 72 hours of the conclusion of the onsite observation. Once written documentation is received and approved by the SCG, the student will go into TotalLMS and take the required post-test for the training (note: the student must pass the post-test in order to receive their training certificate and be a certified ICF/IID surveyor).

I \_\_\_\_\_, have read and understand the preceptor guidelines set forth in this  
(print name) document.

Preceptor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Preceptor's) Supervisor Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

(Preceptor's) Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_